

## **Smithfield Public Library**

### **THREE YEAR 2006-2008 PLANNING DOCUMENT**

#### **SMITHFIELD PUBLIC LIBRARY GOALS AND OBJECTIVES 2006 - 2007 - 2008**

##### **Community Profile**

The City of Smithfield is in Northern Utah (Cache County). It is 12 miles from the Idaho state line. The valley is geographically located between two mountain ranges, the Bear River Range on the east and the Wellsville Mountains to the west. Smithfield's economy is mainly light manufacturing and farming. Most of the residents commute outside of the area to their place of employment.

Utah State University is 7 miles to the south located in Logan, Utah. Smithfield has two elementary schools, Sunrise (grades K-2) and Summit Elementary (grades 3-6). The middle schools are located in Hyde Park (Cedar Ridge Middle School) and Richmond (White Pine). Students are bused to these schools. One high school, Sky View, is situated in Smithfield.

The dominant religion is The Church of Jesus Christ of Latter-Day Saints. Other denominations represented are Catholic, Jehovah Witness, Baptist, and Presbyterian.

Smithfield offers a variety of recreational, cultural, and educational opportunities. Because of our location, we have access to many outdoor activities, such as biking, skiing, hiking, fishing, picnicking hunting, and golfing. Smithfield is home to one of the highest rated public golf courses in the United States, Birch Creek Golf Course. The Mount Naomi Wilderness

Area is located 5 miles east of Smithfield up Smithfield Canyon, and the Bear Lake recreation area is 40 miles to the east up from Logan Canyon, Logan, Utah. Smithfield residents can always enjoy cultural programs ranging from theater groups to the opera (Ellen Eccles Theater in Logan), and all types of live performances throughout the valley.

The Smithfield Library houses a permanent collection of 36 paintings by the Utah artist, Mary Teasdel, along with a bust of the artist sculpted by M. Brooks in 1938. Teasdel was one of the state's first women artists and the first of three women from Utah to study in Europe.

Smithfield Blue Sox Baseball Team (semi-pro) play their home games at Forrester Acres in Smithfield. The city also has a Senior Citizen Center, City Youth Center, and a Recreation Center which is located at Sky View High School, municipal parks (Center Park and Mack Park), Forrester Acres Equestrian Center, and baseball and soccer fields.

City-sponsored activities throughout the year include:

- Health Days (May)
- Concerts in the Park (June-August)
- Night Out Against Crime (September)
- Bar J Wranglers (May)
- Turn on Christmas Lights: Monday after Thanksgiving. Light parade on Main Street and Santa comes to visit children at the Youth Center.

Smithfield City has a City Manager form of government; city manager, mayor, and 5 council members.

Smithfield profile:

- 86.3% of households house families
- 78.5% of households include a married couple
- 55.5% of households have children under age 18
- 19.7% of households have individuals over the age of 65
- 3.5 persons per household
- \$49,750 - median family income

### **Community Needs**

Community needs that are specifically library-related have been noted from forums, surveys and feedback from members of the community, and findings from the 21<sup>st</sup> Century Library Needs Assessment. At the present time, the Mayor and Council are evaluating building inventory. In the

months to come, the City Council will be reviewing the various information available to them. They will be assessing the needs of the city, overall condition of the building, professional studies that have been completed in the recent past, and the financial capabilities of the City. To make a wise decision, the process must be thorough.

Summary of needs that should be addressed:

- New facility with adequate parking.
- Increased Library services and new activities and programs.
- Additional and upgraded technology.

### **Smithfield Public Library Mission Statement**

Smithfield Public Library is a civic resource available to everyone in the community for the advancement of knowledge and to enhance the quality of life. We are committed to gathering and dispensing information through printed material and modern technology; developing and providing engaging programs for our children who are entering the world of reading; providing a center for recreational reading, listening, and viewing; serve as a source and center for self-education, personal enrichment, and enjoyment; and another educational resource for the young students of the community.

### **Goals and Objectives**

#### **Collection Development**

2006

Goal: To expand and offer patrons the best collections budget will allow.

Objective: Maintain a balanced collection of materials for all age groups, fiction and non-fiction, etc.

Performance:

- Purchase and expand collections in all areas as present space will allow. All formats that meet our needs and interest will be considered.

- Increase material budget by 10%.
- Weed and inventory the junior fiction collection.
- Correct incomplete Marc records.

## 2007

Goal: To continue expanding collections of materials.

Objective: Maintain a balanced collection of materials in all formats for all age groups.

Performance:

- Weed and inventory the collection.
- Expand the music CD, audio book and book on CD collections.
- Replace outdated materials in adult fiction and nonfiction collection following an inventory.
- Add more DVD's to the collection.
- Develop a listening center in the Children's Library for audio books.
- Increase material budget by 20 percent.

## 2008

Goal: Continue to expand collection in all areas.

Objective: All formats that meet our needs, other interest will be considered. Focus on non-fiction, audio books & DVD's.

- Increase material budget.
- Inventory children's collection.
- Mend materials that can and need repaired, discard otherwise.

Task Assignments

## 2006-2008

- The Librarians will review book lists, reviews and reports on books as well as reference materials. Also, patron requests and input will be considered when compiling book orders. The same procedure will be used when meeting with sales representatives. Always in mind will be our needs and space requirements.
- Librarians will weed the junior fiction collection; discards in good condition will be saved for book sale.
- When preparing annual budget, Librarians and Library Board meet with City Council members on the Library Board to lobby and stress the need for an increase in monies for Library collection (using current Library data).
- Staff member responsible for cataloguing will continue to correct incomplete Marc records. Other staff members will notify those assigned to this task if they notice incomplete records.

## **Technology and Services**

The Library currently has 15 computers and 2 printers. They are networked with 12 computers for patron use (2 being the card catalog) and 3 for staff use. All have access to the Pioneer database and the Library on-line catalog. The Library also has a copy machine. The Internet is received through the Cache County School District. The Technology Plan by year follows:

The Library takes advantage of training classes offered by the State Library; also attend workshops on a local level. The staff has been trained on WordPerfect, Microsoft Word, and Internet searches as well as the Winnebago software which is the software program the Library uses. Patrons are given instruction on these programs if they request it.

Goals and Objectives:

Performance:

- Maintain the operation of all equipment and commit financially to replace outdated equipment.
- Upgrade existing software.

- Offer reliable and accurate databases for patron searches.
- Dedicate a computer for electronic mail use for general public, outgoing Email only. The Library cannot set up Email accounts for patrons.

## 2006

- Replace older computers.
- Purchase necessary upgrades.
- Training for staff and patrons.
- Evaluate the web page.

## 2007

Goal: Maintain the operation of all equipment.

Objective: To commit financially to replace outdated equipment and software.

Performance:

- Continue upgrades of our oldest computers in the system, replace if feasible.
- Upgrade software.
- Add a color printer for Administration use.
- Upgrade copy machine to Fax and print center.
- Establish electronic security system.

## 2008

- Replace older computers.
- Flat screens for monitors.
- Purchase necessary upgrades.

- Evaluate copy machine use.
- Fax machine for patron and staff use.
- Ongoing staff and patron training.
- Add wireless service ports.

#### Evaluation:

Each year the Librarians and Board Members will determine if we were able to reach our goals and objectives. During the annual budget process each year, the Library will request funds to cover technology costs, however, with the rise and fall of revenue the City receives, the Library cannot always be guaranteed the amount we request. Internet users must sign in before accessing the machines, allowing the Library to determine the amount of use each machine receives.

### **Programming**

Goal: The Smithfield Public Library is committed to developing and providing engaging programs for children who are entering the world of learning.

Objective: The Smithfield Public Library will strive to offer quality programs of interest to the community in support of reading.

#### Performance:

#### Preschool and Toddler Story Time

##### 2006

- Maintain the standards of past programs.
- Plan stories and activities.
- Have registration and handouts 1 week before story time begins (due to limited space registration is required).

##### 2007

Goal: To develop and provide programs for both children and adult.

Objective: The Library will strive to offer quality programs to the community in support of education and reading.

Performance:

- Maintain and improve on standards now set for preschool and toddler story time.
- Children Librarian plans, prepares and participates in story time activities.
- Increase participation in Summer Reading program.
- Continue to enlarge Teen Reading program.
- Involve more volunteers with the Dr. Seuss Birthday Party, Harry Potter Bash and the Summer Blanket Story time.
- Form a book discussion group.
- Announce upcoming events in the city newsletter.

2008:

- Expand the Preschool and toddler story time.
- Maintain the standards of past programs.
- Plan stories and activities.
- Have registration and handouts.

Summer Reading Program

- Use the Utah State Library summer reading program theme.
- Plan program and activities.
- Program is available for ages 3-5 (Read to Me) and 6-12. A 10% increase in each is expected.
- Continue and enlarge our teen reading program.



- Continue with Blanket Story Time during summer reading (once a month) June, July, and August.
- Contact local businesses for prizes.

#### Dr. Seuss Birthday Celebration (March)

- Continue high standards for program.
- Program available for preschool to 10 years of age.
- Provide a paperback book to all who participate.
- Contact the volunteers in the community to read to the children.
- Announce program to community with handouts, local City Newsletter, and banner across the front of Library.

#### Harry Potter Birthday Bash (July)

- Party for all School Reading participants.
- Contact businesses for donations and prizes.
- Involve local volunteers who come dressed as different book characters.

#### Task Assignments:

##### 2006

- The Children's Librarian is responsible for the planning and implementation of these programs. Other staff members will assist with the programs.

##### 2007:

- The Children's Librarian will continue to plan and implement programs with the assistance of other staff members.

##### 2008

- The Children's Librarian is responsible for planning and implementation of these programs. Other staff members will assist with the programs.

## **Evaluation**

The Children's Librarian meets with the Director and Library Board at the conclusion of each program and presents a report to the Board. Suggestions and inquiries are made to her on the success and changes which could be made to improve each program.

## **Services**

Goal: To provide services which meets the needs of our community.

Objective: Provide home access to the on-line catalog, web page, and Pioneer database.

Performance:

### 2006

- Offer assistance to patrons.
- Make sure on-line catalog can be accessed.
- Provide training and instructions to patrons on Pioneer database.

### 2007

- Continue to provide updated services.

### 2008

- Offer assistance to patrons.
- Make sure on-line catalog can be accessed.
- Provide training and instructions to patrons on Pioneer database.
- Continue to provide updated services.

Task Assignments:

### 2006

- Librarians will assist patrons.

- Encourage staff to attend training opportunities.
- Report problems to tech person.

#### 2007

- Continue to assist patrons, update training, and report problems.

#### 2008

- Librarians available to assist patrons.
- Encourage staff to attend training opportunities.
- Report all problems to tech person.

### **Facility Needs**

Goal: A new facility to replace existing Library and meet projected needs or an addition to the Library to meet functional and growth needs. This would increase public and staff space; also expanded services to the community.

Objective: To work with the Mayor, City Council, and other interested parties to address the need of a new facility (within the next three years).

Performance:

#### 2006

- The Librarians and Library Board Members will keep the City Officials informed on grants and other funding available for building needs.
- Librarians will submit to our assigned Councilperson statistics and other data showing need for new facility.
- Develop plans on what we would like to see in a new facility.

#### 2007

Goal: To have a new library building to meet our growing needs within the time frame of three to five years.

Objective: Librarians, Library Board, and others will work with Smithfield City officials to make this goal a reality.

Performance:

- Continue to work with the architectural firm who have drawn the preliminary plans for new facility.
- Librarian will continue to submit to assigned Councilperson, statistics and data pertaining to growth, usage of the library and needs to be addressed in a new facility.
- Support groups in charge of fund raising activities.
- Provide information to the community about the Library needs.

2008

- Purchase furnishing for new facility.
- Librarians and board members will work closely with city officials in the move to a new facility.
- Make arrangements for the transfer of books, records, equipment, etc. into the library.
- Arrange Grand Opening for library.

Task Assignments:

2006

- Librarians and board members will work closely with City Officials in developing plans and funding of a new facility for the community of Smithfield.

2007

- Continue to work with City Officials and board members towards a new facility.

2008

- Librarians and board members will work together with city officials to make this move to a new facility as smooth as possible.
- Director will coordinate volunteers to assist in move to new facility.
- Support groups to continue raising funds for library needs.

The Library recognizes the constant changing financial environment, but we also realize that the Library should be an inviting learning center for the citizens in the community. It is a storehouse for reference, recreational reading, listening, and viewing materials. Although the Library building has been of value to the City over the years, it is no longer able to function at the level needed.

### **Policy and Procedure**

Goal: Develop policies and procedures that reflect Library practices to help aid the staff in decision-making purposes.

Objective: To review and update Library policies and procedures.

Performance:

#### 2006

- Internet policy
- Audio and CD book policy
- All other policies and procedures

#### 2007

- To continue reviewing and updating policies and procedures.

#### 2008

- To continue reviewing and updating policies and procedures as needed with the changing needs of the library and it's patrons.

Task Assignments

#### 2006

- Staff and Board Members will review specific policies, getting input and suggestions.
- Prepare a draft of changes made and present to entire Board for review and input. Rewrite if required.
- Submit to Board for approval.
- Submit to Smithfield City Council for approval.

### 2007

- Continue to evaluate policy and procedures and make necessary changes where needed.

### 2008

- Continue to evaluate policy and procedures and make necessary changes where needed.

## **Evaluation**

All policies and procedures will be reviewed by the staff and Library Board annually. Input and changes will be made to formulate policies and procedures that will continue the vision and mission of the Library. In 1858, a group of Sunday School Teachers accepted donations to start Smithfield's first Library. The Library opened in 1859 with 135 volumes, and the first Librarian, Francis Sharp, received a salary of \$1 per month.

Other services the Library staff provides which were not mentioned include:

- Curbside service for disabled patrons.
- Book delivery for home-bound patrons.
- Book drop.

- Photocopying - 10 cents per page.
- Word processing on the public computers with printing available at 10 cents per page.

The community of Smithfield has been committed to libraries since 1858, when a group of Sunday School teachers accepted donations to start Smithfield's first library which opened in 1859 with 135 volumes. The present building was funded with a \$12,000 dollar grant from the Carnegie Corporation and a bond election for additional tax revenue. This building has been in service since 1921. Although Smithfield Public Library has a long history of service and value to the city, it is no longer able to function at the level needed.

